

# Retention and Classification Report

**Agency:** Utah County (Utah). County Recorder (1222)

Administration Building  
100 East Center Street, #1300  
Provo, UT 84606  
373-5510

## Records Officer

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**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5027

3

**TITLE:** Abstract book

**DATES:** 1874-1900.

**ARRANGEMENT:** Alphanumerical  
**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84186

4

**TITLE:** Abstracts records

**DATES:** undated

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6028

3

**TITLE:** Apprenticeship index

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In ARchives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84179

4

**TITLE:** Auditor's tax deeds

**DATES:** i 1910-1942.

**ARRANGEMENT:** Numerical by book number, thereunder chronological  
**DESCRIPTION:**

When property was sold for delinquent taxes, the deed on the land would be entitled auditor's tax deeds. The tax assessment was made by the county auditor but the deed was registered with the county recorder. These are recorded copies of the deed at the time of the sale of property. Information includes name of property owner at the time of assessment; legal description of property; dates of instrument and sale of property; entry number; amount of taxes, costs, interest, and penalties; date and time of recording; and signatures of county auditor and witnesses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6085

3

**TITLE:** Deed indexes

**DATES:** 1851-1890.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These volumes index deed records which contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records." These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

**AUTHORIZED:** 02/07/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6085

**TITLE:** Deed indexes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84181

4

**TITLE:** Deeds

**DATES:** i 1851-

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

These are recorded copies of various types of deeds registered with the county recorder that show land ownership. Types of deeds may be sheriff, administratro, quit claim, guardian, probate, mayor, and trust deeds. Information recoded includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

**AUTHORIZED:** 02/07/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

**APPRAISAL:**



**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84181

**TITLE:** Deeds

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5051

3

**TITLE:** Grant or lien and lease index

**DATES:** 1939-1950.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6104

4

**TITLE:** Grantor and grantee indexes

**DATES:** i 1913-1967.

**ARRANGEMENT:** Alphabetical by name of grantee/grantor or principal party

**DESCRIPTION:**

These records are used to index all deeds, final judgements, claims, patents, or decrees partitioning or affecting the title or possession of real property in Juab County as registered with the county recorder. Information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84184

4

**TITLE:** Lien registers

**DATES:** i 1896-1948.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**DESCRIPTION:**

Liens are kept by the county recorder to register instruments affecting property of a debtor if a creditor holds or sells that property liens serve as security or payment of a debt. The record indicates entry number; name and address of person filing lien; nature of the lien; signature of person giving lien; certification of notary public; date recorded; and signature of county recorder.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84183

4

**TITLE:** Military discharges

**DATES:** 1924-1971.

**ARRANGEMENT:** Chronological by date recorded.

**DESCRIPTION:**

Since 1923, Utah Code has provided that upon presentation, the county recorder shall record honorable discharges from the military, naval, or marine service of the United States , and any honor relating to a person while in the military service of the United States. County recorders' copies are considered evidence with the same effect as the original (Utah Code, 17-21-14, 2000). Military discharge records include extensive personal information as well as military service and discharge information. Discharges were filed in the order they were brought in for recording without regard for actual date of discharge. World War I discharges are not only included in the first book, but are peppered throughout the series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1924 through 1971.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1924 through 1971.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84183

**TITLE:** Military discharges

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 19527

3

**TITLE:** Mining abstract index

**DATES:** ca. 1870s.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

The index contains name of mining claim or lode, mining district, book and page where abstracted and remarks. The Archives has in its custody Book A, which is undated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative

Finding aids should be retained as long as the records being indexed exist.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5050

4

**TITLE:** Mining records

**DATES:** 1871-1968.

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**TOTAL VOLUME:** 54.00 cubic feet.

**DESCRIPTION:**

Mining records are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. These records are subdivided into several subseries, which focus on different stages of the mining industry. The record of mining locations show name of claim and locations; legal description of claim; and the mining district. Proof of labor registers records the work performed on each mine annually by each worker. Placer location notices show name and description of claim. Mining deeds record information affecting the title to the mining property; and abstract of mines records instruments affecting title to patented mining claims which include type of instrument filed with the county recorder.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5050

**TITLE:** Mining records

(continued)

**APPRAISAL:**

Administrative Historical Legal

Records in this series have ongoing administrative and legal value. They also have value to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6365

4

**TITLE:** Mortgages

**DATES:** 1889-1952.

**ARRANGEMENT:** Numerical according to book number, thereunder by page number

**TOTAL VOLUME:**

**DESCRIPTION:**

Mortgages are recorded with the county recorder to show a property title as security on a loan. Information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 81507

3

**TITLE:** Official records

**DATES:** i 1926-

**ARRANGEMENT:** Numerical by entry number, thereunder chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 81507

**TITLE:** Official records

(continued)

**APPRAISAL:**

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 4870

3

**TITLE:** Plat maps

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 8.

**AUTHORIZED:** 05/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

Microfiche master: Retain in Archives until superseded and then destroy.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 4870

**TITLE:** Plat maps

(continued)

**APPRAISAL:**

Historical

The plat map book provides a historical snapshot of land ownership in Utah County.

**PRIMARY CLASSIFICATION:**

Public                      UCA 17-21-19 and 63G-2-301(1)(g) (2008)

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5030

3

**TITLE:** Plat maps Provo and Orem subdivisions

**DATES:** 1953-1957.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/21/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Maps document growth and development of the state. They have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5032

3

**TITLE:** Plat maps Provo city

**DATES:** 1940-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/21/2010

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Maps document growth and development of the state. They have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 13494

3

**TITLE:** Strawberry High Lane Canal company records

**DATES:** 1913-1936.

**ARRANGEMENT:** chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Architectural drawings: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 13495  
**TITLE:** Strawberry Water Users Association project reports and correspondence  
**DATES:** 1908-1927.  
**ARRANGEMENT:** alphabetical  
**TOTAL VOLUME:**  
**DESCRIPTION:**

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Division of State History permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Division of State History permanently.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6029

1

**TITLE:** Warrants of arrest index

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 13490

3

**TITLE:** Water rights

**DATES:** 1914-1928, 1948-1951.

**ARRANGEMENT:** chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

These records include certificates of appropriation of water, easements for culinary water lines, water deeds, and Resolutions of the East Bench Canal Company. Primarily these records are applications for water rights and other records relating to the Strawberry Project. These records contain the official records of recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument. In some counties water records are compiled separately, while in others they are part of the "Official records".

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 26.

**AUTHORIZED:** 06/26/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 13490

**TITLE:** Water rights

(continued)

**PRIMARY CLASSIFICATION:**

Public